



SATERN

SYSTEM FOR ADMINISTRATION, TRAINING, AND EDUCATIONAL RESOURCES FOR NASA

FOR SUPERVISORS ONLY

APPROVE / REJECT AN IDP

When an employee submits an IDP for your review, you will receive an e-mail notification from **NASA-satern**.

- Log in to SATERN at <https://satern.nasa.gov>.
- On your homepage, click the red alert text that reads: **You have subordinate IDPs that require review and approval**.
- Click **Review** next to the plan you wish to view.
- Confirm that you are viewing the intended IDP; the employee's name will be next to **Viewing** at the top of the screen.
- View development activities by clicking ► next to each goal name.
- *Optional:* To add notes for the employee, click **View/Add Notes** next to the section on which you would like to comment. Enter comments in the **Add Notes** text box and click **Add**.
- Click **Back** to return to the main page.
- Click **Approve** or **Reject**. If you reject the IDP, you must add comments regarding your reason for rejection. Enter your comments in the **Add IDP Review Notes** text box and click **Reject**.
- To exit the employee's IDP, click **Return to Org Chart** at the top of the screen.

NOTE: When an employee resubmits an IDP after rejection and editing, follow the same procedure above to approve or reject it again.

RUN EMPLOYEE REPORTS

As a supervisor, you can run reports in SATERN that will help you monitor the progress that your direct reports have made toward IDP goals. The **IDP** report includes data on goals, development activities, comments, and progress; the **Learning History** report includes data on *completed* catalog items and external activities.

- On your homepage, select the **Reports** tab.
- From the **Report Name** list, select either **Individual Development Plan** or **Learning History**.
- Choose to run a report for yourself (select **Self**), your direct reports (select **Direct Subordinates**), all of your reports (select **All Subordinates**), or all of them (select **All**).
- Select the desired **Report Format**.
- Click **Run Report**.
- The report displays in a new browser window. Print the report(s) as you would any other document.
- Close the new browser window.

GLOSSARY

CATALOG ITEM—Any learning or development activity listed in SATERN

COMPETENCY-BASED GOAL—A development goal that corresponds to a specific NASA competency in the Competency Management System (CMS)

DATE PERIOD—Some Centers and leadership programs specify the date period for IDPs. You may be required to select:

Calendar Year: January 1–December 31

Performance Year(s), 1-3 years: May 1–April 30

SES/ST/SL Leadership Programs: October 1–September 30

DEVELOPMENT ACTIVITY—Any activity that builds expertise or skills; in the IDP, these are classified as either catalog items or external activities

EXTERNAL ACTIVITY—Any learning or development activity that is not listed in SATERN (e.g., conference, college course)

NON-COMPETENCY-BASED GOAL—A development goal that does *not* correspond to a NASA competency; articulated by the user in a free-form text field

PRIORITY—The level of importance of a goal or activity; can be High (1), Medium (2), or Low (3):

High: Focuses on development directly related to your current job assignment, technical and/or job specific skill sets, and support organizational goals

Medium: Necessary to accomplish organizational mission objectives, or needed to carry out your job responsibilities

Low: May or may not be directly related to your current job description, but will appreciably improve your skill set

SECTION ID—You can create short-, mid-, or long-range goals, though you are not required to have all three in your plan:

Short-Range: Goal you plan to achieve within the *next* year

Mid-Range: Goal you intend to achieve in *2–4 years*

Long-Range: Goal you wish to achieve in *5 years and beyond*

STRETCH VALUE—Similar to Target Value (below), the number associated with a value-based activity (e.g., the “40” in 40 hours) that could be considered *more* than acceptable performance

TARGET DATE—The date by which you plan to complete the development activity

TARGET VALUE—The number associated with a value-based activity (e.g., the “40” in 40 hours) that may be considered acceptable performance

VALUE-BASED ACTIVITY—Any development activity that can be measured numerically or quantified (e.g., 40 hours, 18 months); only applies to external activities

INDIVIDUAL DEVELOPMENT PLANNING

TAKE CONTROL OF
YOUR LEARNING AND
DEVELOPMENT AT NASA



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QUICKReferenceGuide



The **Individual Development Plan (IDP)** in SATERN allows you to document short-range, mid-range, and long-range career goals, as well as the training and development activities required to reach each goal. The IDP can then be updated as you complete these activities.



CREATE AN IDP

- Log in to SATERN at <https://satern.nasa.gov>.
- On your homepage, select the **Career** tab.
- Click **IDP**.
- Click **Create New IDP**.
- Enter required fields: **IDP Title** (e.g., IDP 2010) & **IDP Period** (e.g., Calendar Year 2010). The **IDP Purpose** is optional, and the **Effective** and **Expiration Dates** will automatically fill based on the period selected.
- Click **Add**.

Your **Plan Information** is now complete.

ADD A GOAL

After you have created an IDP, the **My IDPs and Goals** screen displays. At this point, you can proceed to add *competency-based goals* or *non-competency-based goals*. The business and technical competencies in SATERN are representative of those listed in NASA’s Competency Management System (CMS).

ADD A COMPETENCY-BASED GOAL

- Click **New Goal** in the **Development** tab.
- Click the **Goal Wizard** button.
- Select **Add Competency Related Goals**.
- Click **Next**.
- Enter keywords that relate to your desired competency (e.g., Systems Engineering).
- Select a search type (e.g., **Search from all Competencies**).
- Click **Next**.
- Select the checkbox for the competency that best reflects your goal. (You may choose more than one to create multiple goals at once.)
- Click **Next**.
- Confirm the **Goal Name**, **Target Rating** (use default rating of 1), enter a **Target Date**, & select the **IDP Section ID**.
- Click **Done** or **Save and Add Another**.

ADD A NON-COMPETENCY-BASED GOAL

- Click **New Goal** in **Development** tab.
- Enter required fields: **Goal Name**, **Section**, & **Target Date**. Other fields are optional (e.g., **Goal Description** & **Priority** level).
- Click **Done** or **Save and Add Another**.

ADD A DEVELOPMENT ACTIVITY

After you have added a goal, you must add at least one development activity to support it. Otherwise, you will receive a “validation error” (indicated in red at the top of the screen) and will not be able to proceed. On the **My IDPs and Goals** screen, you can add a *catalog item* from SATERN or an *external activity* that is not in SATERN.

ADD A DEVELOPMENT ACTIVITY—CATALOG ITEM

- Click ► to the left of the Goal Name.
- Click **Add Activity**.
- Select **Search for Activity**.
- Select **Item Type(s)**.
- Enter keywords next to the criteria you wish to use to search SATERN for items. (**Note:** For a broader search, you may need to remove the competency that populates the search criteria automatically.)
- Click **Search**.
- Select the checkbox for the item you wish to include. (There may be multiple pages of items. You may choose more than one item to add multiple activities at once.)
- Click the **Add** button above the Item Search Results.
- Confirm or **Edit** the required fields: **Activity Name** & **Target/Due Date**. Other fields are optional (e.g., **Priority** level).

ADD A DEVELOPMENT ACTIVITY—EXTERNAL

- Click ► to the left of the Goal Name.
- Click **Add Activity**.
- Select **Create New Activity**.
- Enter the required fields: **Activity Name** & **Target Date**. (*Note:* Target Date will default to the plan expiration date, but you can change it.) Other fields are optional (e.g., **Priority** level).
- Enter a **Target Value** if the activity can be measured numerically or quantified (e.g., 40 hours, 18 months).
- Click **Add**.

SUBMIT AN IDP

After all goals and activities have been added, on the **My IDPs and Goals** page:

- Click **Submit for Approval**.
- Confirm that your **Plan Status** is now **Submit/Pending**.

PRINT AN IDP

To print an IDP:

- On the **My IDPs and Goals** page select the **Print IDP** button.
- The IDP displays in a new browser window. Print your IDP as you would any other document.
- Close the new browser window.

FOR COACHES & MENTORS ONLY

VIEW AN IDP & ADD COMMENTS

As a coach/mentor, you may be asked by your coachee/mentee to review and comment on his/her draft IDP in SATERN.

NOTE: Coaches/mentors are not alerted via e-mail when an IDP is ready for review in SATERN, nor is the coachee/mentee alerted via e-mail when the comments are complete. The two parties must communicate this outside of SATERN. However, *the coachee/mentee must designate you as a coach/mentor in their SATERN Personal Profile in order for you to view the draft.*

- Log in to SATERN at <https://satern.nasa.gov>.
- On your homepage, select the **Career** tab, then click on **IDP**.
- If you see the **My IDPs and Goals** page, click **List All IDPs**. When you see the **IDPs** page, proceed to the next step.
- Click **View Other Learners’ Plans**, locate the appropriate Learner and click on **View IDP**.
- You are now viewing your coachee’s/mentee’s IDP. View development activities by clicking ► next to each goal name, and view further activity details by clicking ► next to **Activities**.
- To add notes, click **View/Add Notes** next to the section on which you would like to comment. Enter comments in the **Add Notes** text box and click **Add** (Optional).
- Click **Back** then **List All IDPs** to return to the main page.



HELPResources

- **SATERN Info Site:** <https://saterninfo.nasa.gov>
- **NSSC Contact Center:** 1-877-NSSC123 (1-877-677-2123) or nasa-satern.support@nasa.gov
Hours of Operation: Monday–Friday; 8 a.m.–8 p.m. EST
- **Center Training Office**